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ABSTRACT

This document consists of a learning activity packet (LAP) for the student and an instructor's guide for the teacher. The LAP is intended to acquaint occupational home economics students with types of sandwiches and their ingredients, to give tips on making and handling sandwich ingredients, and to explain how to set up a sandwich counter. Illustrated information sheets and learning activities are provided in these areas: types of sandwiches; the basic ingredients--bread and spreads; the basic ingredients--fillings, extras, and garnishes; and the sandwich counter. The instructor's guide begins with an instructional matrix in which the information sheets and written activities contained in the LAP and the written test items included in the instructor's guide are cross-referenced to the knowledge objectives addressed by the materials. This is followed by a series of notes to instructors on the LAP series and suggested instructional procedures for use in conducting individual and group enrichment activities. A unit test and answer key are included. (MN)

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LEARNING ACTIVITY PACK

5.4a

SECTION 5

Introduction to Sandwiches

Basic Food Preparation

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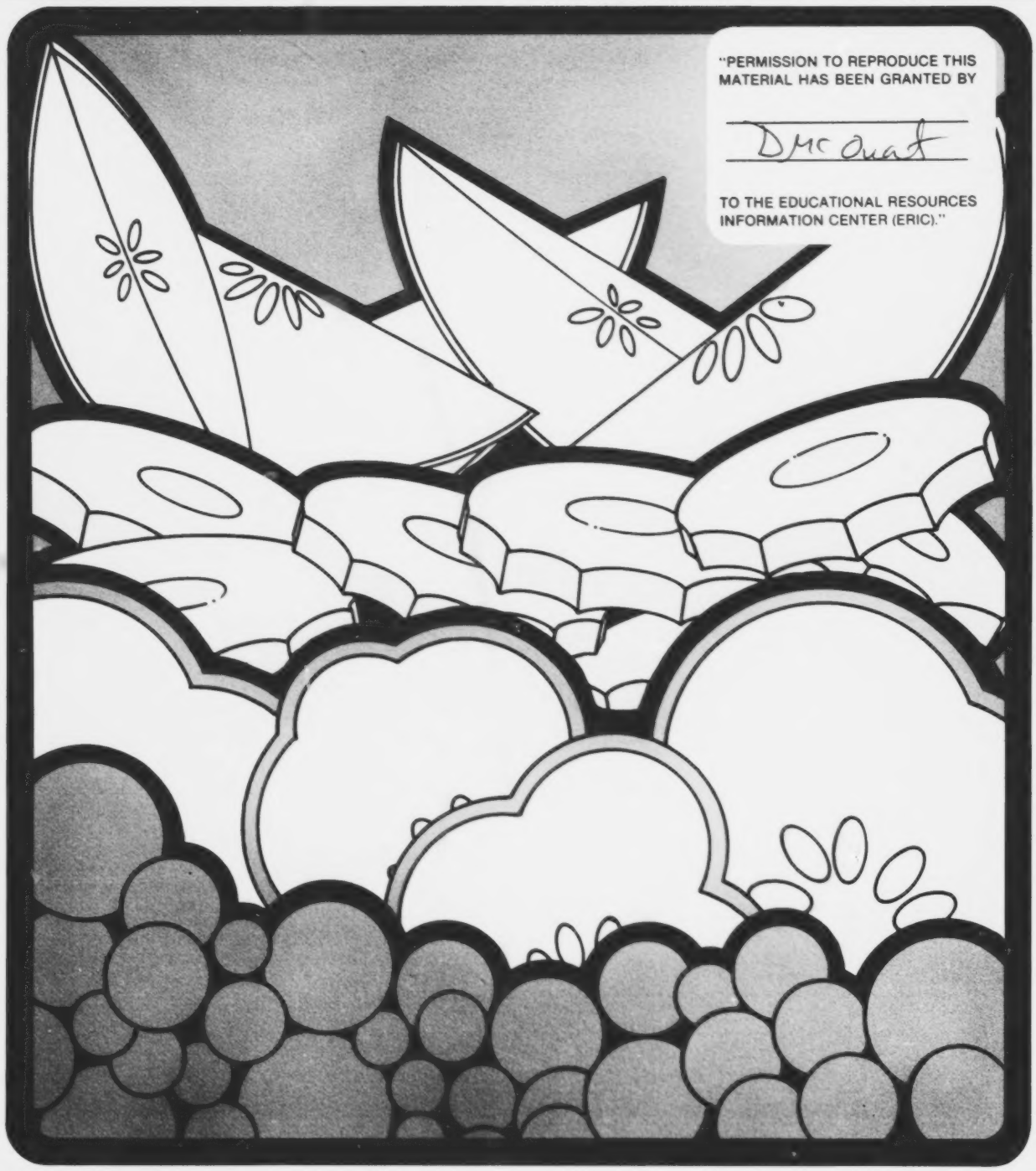

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LEARNING ACTIVITY PACK

5.4a

SECTION 5

Introduction to Sandwiches

Basic Food Preparation

State of Florida
Department of Education
Ralph D. Turlington, Commissioner of Education
Tallahassee, Florida
Affirmative action/equal opportunity employer

Division of Vocational, Adult, and Community Education

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Purpose and Contents

Purpose

The purpose of LAP 5.4a is to describe various types of sandwiches and their ingredients. This LAP gives tips on making and handling sandwich ingredients and information on how to set up a sandwich counter.

Contents

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Introduction

Written Test

You will be able to pass the written test for LAP 5.4a when you can successfully complete the following:

1. Match a list of vocabulary words with their definitions. (At least 9 out of 10 must be correct.)
2. Match a list of types of sandwiches with their descriptions. (At least 10 out of 11 must be correct.)
3. Choose the correct phrases to complete multiple choice statements about breads and spreads. (At least 7 out of 8 must be correct.)
4. Complete statements about breads using *do* or *don't* as the beginning word. (At least 13 out of 15 must be correct.)
5. Complete statements about spreads using *do* or *don't* as the beginning word. (All 4 must be correct.)
6. Choose the correct phrases to complete multiple choice statements about fillings, extras, and garnishes. (At least 16 out of 18 must be correct.)
7. Choose the correct phrases to complete multiple choice statements about the sandwich counter. (At least 5 out of 6 must be correct.)
8. From a list of words, choose the items that would be needed for an ideal sandwich counter. (At least 9 out of 10 must be correct.)

If you feel you know enough to pass the written test for LAP 5.4a before studying it, talk with your instructor.

Skills Test

There is no skills test for LAP 5.4a.

Learning Steps

To help you pass the written test for this LAP, you should follow these learning steps in order. The **written activities** will prepare you for the **written test**. They should all be done on a separate sheet of paper. The answers for these activities are in the back of this LAP. **Do not write in this LAP**!

1. Ask your instructor for the filmstrip and audio cassette *Preparing Cold Sandwiches*. Play it as often as necessary to get a good understanding of the content, then go on to Step 2.
2. Read and study **Information Sheet 1**: Vocabulary.
3. Complete **Activity 1**: Matching Vocabulary Words. Check your answers.
4. Read and study **Information Sheet 2**: Types of Sandwiches.
5. Complete **Activity 2**: Types of Sandwiches. Check your answers.

Introduction (continued)

6. Read and study **Information Sheet 3**: The Basic Ingredients—Breads and Spreads.

7. Complete **Activity 3A**: The Basic Ingredients—Breads and Spreads. Check your answers.

8. Complete **Activity 3B**: Do's and Don'ts for Breads. Check your answers.

9. Complete **Activity 3C**: Do's and Don'ts for Spreads. Check your answers.

10. Read and study **Information Sheet 4**: The Basic Ingredients—Fillings, Extras, and Garnishes.

11. Complete **Activity 4**: The Basic Ingredients—Fillings, Extras, and Garnishes. Check your answers.

12. Read and study **Information Sheet 5**: The Sandwich Counter.

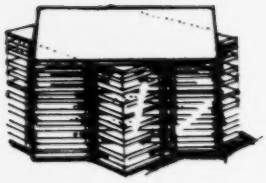
13. Complete **Activity 5A**: The Sandwich Counter. Check your answers.

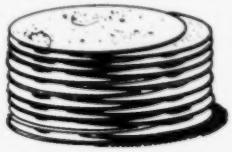
14. Complete **Activity 5B**: Tools for the Sandwich Counter. Check your answers.

15. Get **Written Test 5.4a** from your instructor and complete it. If you are successful, you have completed this LAP; if not, talk with your instructor.

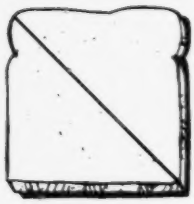
Information Sheet 1
Vocabulary

1. **condiment**—a seasoning, sauce, relish, or food, such as ketchup, mayonnaise, mustard, pickles, relish
2. **consistency**—the thickness or stiffness of something
3. **cross-stacking**—a method used to make picking up meats, cheeses, and vegetables easier; one item is stacked in one direction and the next in another direction, and so on; round items may be stacked with every other item hanging over the last.

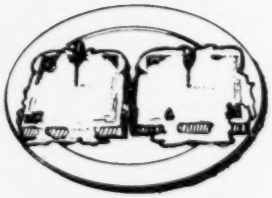


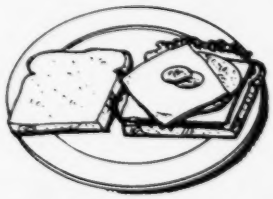


4. **delicatessen** (deli)—a shop where specialty foods are sold, such as meats, cheeses, relishes, etc.
5. **diagonal**—a straight line that cuts across from corner to corner



6. **open-face**—a type of sandwich in which both pieces (or one piece) of bread are placed on the plate and the filling is fully visible—there is no top





7. **serrated**—having a saw-tooth edge; a bread knife usually is serrated

8. **spreader**—a metal spatula used to cover bread with spread or filling

Information Sheet 1 (continued)
Vocabulary

9. **scoop**—a small metal bowl with a handle and a lever to push the food out; comes in many sizes; used to portion food

10. **stale**—not fresh; for example, when bread gets old it feels hard and rough—it's stale

Activity 1
Matching Vocabulary Words

Directions

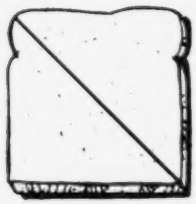
On a separate sheet of paper, write each vocabulary word and then write the correct definition, chosen from the list below.

DO NOT WRITE IN THIS LAP

Vocabulary Words

1. **condiment** _____
2. **consistency** _____
3. **cross-stack** _____
4. **delicatessen (deli)** _____
5. **diagonal** _____
6. **open-face** _____
7. **serrated** _____
8. **spreader** _____
9. **scoop** _____
10. **stale** _____

Definitions



- A straight line that cuts across from corner to corner

- Not fresh; for example, when bread gets old it feels hard and rough

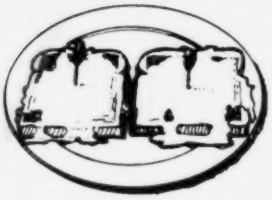
- A metal spatula used to cover bread with spread or filling

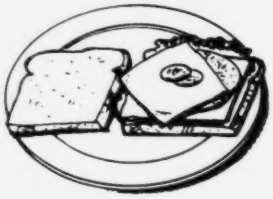
- A small metal bowl with a handle and a lever to push the food out; comes in many sizes; used to portion foods

- The thickness or stiffness of something

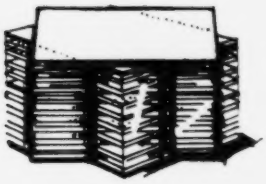
Activity 1 (continued)
Matching Vocabulary Words

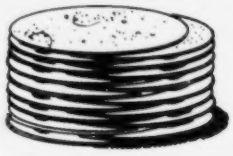
- A type of sandwich in which both pieces (or one piece) of bread are placed on the plate and the filling is fully visible—there is no top





- A method used to make picking up meats, cheeses, and vegetables easier





- A seasoning, sauce, relish, or food, such as ketchup, mayonnaise, mustard, pickles, relish
- A shop where special foods are sold, such as meats, cheeses, relishes, etc.

- Having a saw-tooth edge

Check your answers in the back of this LAP. If you missed any, review Information Sheet 1.

Information Sheet 2
Types of Sandwiches

A sandwich is more than just a filling between two slices of bread. A good cook is skilled in preparing a variety of sandwiches, hot or cold. Sandwiches may be served with the ingredients between two slices of bread, or they may be served open-face with the ingredients on top of the bread. Some sandwiches may have several layers and be considered a complete meal. Others may be very small and be used as appetizers.

The Four Main Types

The Traditional Sandwich

The most familiar sandwich is the traditional. It is made with two pieces of bread with filling between them. Extras like lettuce and tomato often are added.

The Combination Sandwich

The combination sandwich is like the traditional sandwich except that it has two or more fillings.

The Open-Face Sandwich

The open-face sandwich is any sandwich that has the bread on the bottom but the top uncovered to show off the ingredients.

The Club (Clubhouse) Sandwich

The club sandwich contains three or more slices of bread and usually has different fillings for each layer. Often it is made to look fancy by trimming the crust off of the bread and cutting it into triangles. You can use decorative toothpicks to hold the layers together.

Other Types

The Entree (Main Course) Sandwich

Sandwiches listed as entrees on a menu are generally open-face. They are served hot with a large portion of roasted meat and covered with a sauce or gravy.

The Deli Sandwich

Deli sandwiches were first made in delicatessens (delis), but they have become popular in all kinds of food establishments. A deli sandwich usually is served on a roll or special bread with a generous portion of meat and cheese. Often the sandwich includes a variety of greens and vegetables.

Information Sheet 2 (continued)
Types of Sandwiches

The Grilled Sandwich

To grill a sandwich you butter the bread on the outside and cook it on a griddle over moderate heat, until the bread is brown on both sides. Then, usually, you cut the sandwich in half diagonally.

The Deep-Fried Sandwich

To deep fry a sandwich you dip it into egg wash and fry it to order. Fillings should hold tightly to the bread to keep their shape while frying. Sometimes these sandwiches are grilled or baked in a very hot oven on greased pans.

The Tea Sandwich

The tea sandwich is a small, fancy sandwich with the crusts removed. Usually it is cut into little shapes. It is served at parties, receptions, and teas.

The Sandwich Loaf

To make a sandwich loaf you cut an unsliced loaf of bread (called a Pullman Loaf) into layers either crosswise or lengthwise, spread butter on each layer, and fill each layer with a different filling. Then you trim off the crusts and ice the loaf with a cream cheese topping. For single servings, slice the loaf like cake.

Canapes

Canapes are small open-face sandwiches made of bread cut into fancy shapes. They are topped with spread and filling and garnished attractively. Usually they are served as appetizers at receptions or parties.

Activity 2
Types of Sandwiches

Directions

On a separate sheet of paper, write the types of sandwiches and match them with their descriptions.

Types of Sandwiches

1. **traditional** _____
2. **combination** _____
3. **open-face** _____
4. **club** _____
5. **entree** _____
6. **deli** _____
7. **grilled** _____
8. **deep-fried** _____
9. **tea** _____
10. **sandwich loaf** _____
11. **canape** _____

Descriptions

Sandwiches that have bread on the bottom, then filling, but no bread on top

Sandwiches made with special breads or rolls, meats, cheese, and extras

Small, fancy sandwiches without crusts, cut into different shapes

Sandwiches that have two or more fillings

Sandwiches coated with egg and fried

Sandwiches with two pieces of bread and filling in between

Sandwiches with three or more slices of bread and usually different fillings for each layer

Open-face sandwiches served hot with a large portion of roasted meat and covered with a sauce or gravy

Small open-face sandwiches cut into fancy shapes

Sandwiches buttered on the outside, then browned on a griddle

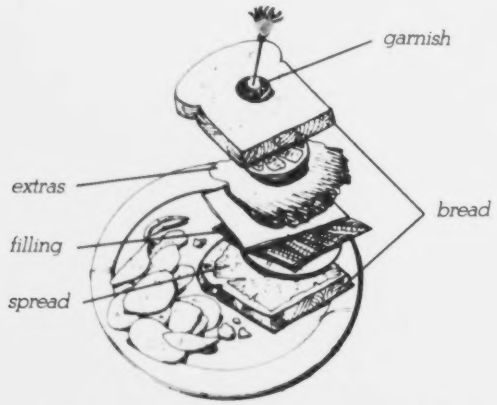
Activity 2 (continued)
Types of Sandwiches

Sandwiches made from a whole loaf of bread that is sliced, filled, and iced, then cut like a cake for each serving

Check your answers in the back of this LAP. If you missed any, review Information Sheet 2.

Information Sheet 3
The Basic Ingredients—Breads and Spreads

The five basic ingredients of a sandwich are the bread, the spread, the filling, the extras, and the garnish.



Many kinds of breads and rolls are used in sandwiches. White, rye, and whole wheat are popular. The important thing to remember about the bread is that it must be fresh.

The spread may be butter, margarine, or mayonnaise. The spread serves two important purposes: it keeps the bread from becoming stale, and it seals the surface of the bread to prevent the bread from becoming soggy.

The filling usually gives the sandwich its name—for example, a ham sandwich or a tuna sandwich. Fillings can be dry, such as sliced turkey, ham, or cheese, or they can be moist, such as tuna salad or ham salad.

Extras, such as a thin slice of tomato or onion and a lettuce leaf, may be added on top of the meat, cheese, or moist filling.

The garnish is a bit of food that makes the sandwich plate look appetizing. Garnishes often used on sandwich plates are pickles, olives, carrot curls, and parsley.

Breads

Sandwiches begin with bread, and the bread you select can make the character of the sandwich. A simple change in bread type can create a whole new sandwich. Bread types include whole wheat, pumpernickel, caraway rye, raisin, cinnamon, nut, date, cornmeal, oatmeal, cheese, Italian, French, Viennese, Cuban, Middle Eastern, English muffins, hoagie, kaiser or French rolls, hot dog or hamburger buns.

Whatever bread you choose, make sure it is fresh. It should have a smooth, uniform texture with no holes. It should be wrapped properly to prevent drying. For immediate use, store breads in a dry place at 75° to 85°F. Store soft-crusted bread in its original wrapper, but store hard-crusted bread without wrapping. Hard-crusted breads have a relatively short storage life; they should be kept in a place where there is free air movement.

Information Sheet 3 (continued)
The Basic Ingredients—Breads and Spreads

Old and new supplies of bread should be separated each day. Use old bread for toasting, grilling, or making French toast. Plan to have only enough bread for a day's production.

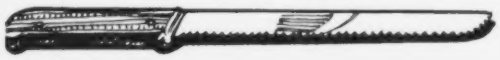
Freezing is the best method for keeping bread from going stale. Refrigerating bread makes it go stale faster than keeping it at room temperature. Frozen bread should be thawed in its wrapper.

Storage and Handling Tips—Breads

1. Soft breads, buns, and rolls must be kept covered, or they will go stale.
2. Keep loaves (whole or sliced) covered, either in their original wrappers or in plastic wrap until ready to use.
3. Stacks of bread slices kept on the sandwich counter should be covered with the heel of the loaf to prevent the top slice from drying out.
4. Bread does NOT need to be refrigerated. In fact, refrigeration speeds staling.
5. Do not stack loaves on top of each other, because the bottom loaves will be crushed.
6. Bread can pick up odors from strong-flavored foods such as onions and fish, so store it away from these foods.
7. Day-old or leftover bread is best for toasted sandwiches or for sandwiches to be dipped in an egg wash before grilling or frying.
8. For all other sandwiches, bread MUST be fresh.
9. Leave hard rolls uncovered so that their crusts stay crisp.
10. Use fresh bread with a firm texture for most sandwiches.
11. Use fresh bread with a soft texture for rolled and pinwheel sandwiches.
12. Use variety breads, buns, and rolls for a wider selection of sandwiches.
13. Use ready-sliced breads and buns for speedier service.

Information Sheet 3 (continued)
The Basic Ingredients—Breads and Spreads

14. Use a serrated knife when cutting bread for ease of handling and smoother slices.



15. Use slices of bread that are next to each other in the loaf, so that sandwiches will be of uniform appearance with even edges and can be easily cut and wrapped.

Bread Chart—for Estimating Slices per Loaf

Type of Bread	Pounds per Loaf	Slice Size	Slices per Loaf (No Ends)
White	1 1/4	5/8 in.	19
White	1 1/2	5/8 in.	24
Sandwich-loaf white	2	1/2 in.	28
Sandwich-loaf white	2	3/8 in.	36
Sandwich-loaf white	3	1/2 in.	44
Sandwich-loaf white	3	3/8 in.	56
Whole wheat	1	5/8 in.	16
Whole wheat	2	1/2 in.	28
Whole wheat	3	1/2 in.	44
Whole wheat	3	3/8 in.	56
Rye	1	3/4 in.	23
Rye	2	3/4 in.	33

Note: The thickness and number of slices will vary in different food service establishments. Slices from a three-pound loaf are larger in surface area than those from a two-pound loaf.

Sandwich Spreads

Flavor, richness, or moistness may be reasons for selecting a spread. Mayonnaise, margarine, and butter are the most commonly used spreads. Salad dressing, cheese mixtures, peanut butter, jelly, and others also may be used.

Information Sheet 3 (continued)
The Basic Ingredients—Breads and Spreads

A spread should be soft enough to spread evenly to the edges without tearing the bread, but it should not be melted, because that will make the bread soggy. Spreads should also have an oil base. If a spread is water-based, it won't seal the bread. Condiments such as mustard, horseradish, ketchup, etc., can be used if mixed with an oil-based spread, or they may be added to the spread before serving.

The spread should cover the whole slice of bread. Do not expose spreads to strong-smelling foods or to the air for any length of time, because they may absorb odors and become spoiled. Use pound blocks of butter or margarine, stored in a closed stainless-steel container. Use a stainless-steel spreader to avoid a metallic taste in the spreads.

Spread Chart

Butter	Softened, one pound will spread 96 bread slices if one teaspoonful is used per slice.
Margarine	Softened, one pound will spread 96 bread slices if one teaspoonful is used per slice.
Mayonnaise	One pint will spread 50 bread slices if one teaspoonful is used per slice.
Jelly	One pint will spread 16 sandwiches.
Peanut Butter	One pound averages 1¾ cups.
Cream Cheese	One pound averages one pint.

Handling Tips—Spreads

1. Spreads may be creamed with an electric mixer for easier spreading.
2. Do not allow spreads to melt before using; the bread will become soggy.
3. Keep spreads refrigerated.
4. Do not use any sandwich spreads that have been allowed to stand at room temperature for two or more hours.

Activity 3A
The Basic Ingredients—Breads and Spreads

Directions

On a separate sheet of paper, choose the best answer and write out the complete statement.

DO NOT WRITE IN THIS LAP

1. The important thing to remember about sandwich bread is that it should be _____.
   —kept refrigerated
   —fresh
   —white
   —stale

2. The butter, margarine, or mayonnaise on a sandwich is called the _____.
   —filling
   —extra
   —topping
   —spread

3. The meats, cheeses, and salads are called the _____.
   —extras
   —fixings
   —fillings
   —spreads

4. Tomatoes, lettuce, onions, etc., added on top of the meat are called the _____.
   —garnish
   —extras
   —fixings
   —fillings

5. When pickles, olives, carrot curls, etc., are placed on top of the sandwich or next to it, they are called the _____.
   —extras
   —toppings
   —garnish
   —fixings

6. Spreads serve two important purposes. First, they _____.
   —add color to the sandwich
   —keep the bread from becoming stale
   —help the bread become stale
   —hold the filling in the sandwich

7. The second important purpose of spreads is that they _____.
   —make the bread soggy
   —enhance the flavor of the bread
   —seal the surface of the bread
   —hold the sandwich together

Activity 3A (continued)
The Basic Ingredients—Breads and Spreads

8. The _____ usually gives the sandwich its name.
   —bread
   —filling
   —spread
   —garnish

Check your answers in the back of this LAP. If you missed any, review Information Sheet 3.

Activity 3B
Do's and Don'ts for Breads

Directions

On a separate sheet of paper, write out each statement using the correct beginning word, *Do* or *Don't*.

DO NOT WRITE IN THIS LAP

1. **Do** **Don't** keep soft breads, buns, and rolls covered.
2. **Do** **Don't** keep loaves covered with their original wrappers or plastic wrap.
3. **Do** **Don't** keep stacks of bread covered with the heel of the loaf.
4. **Do** **Don't** keep bread refrigerated.
5. **Do** **Don't** stack loaves on top of each other to save space.
6. **Do** **Don't** store bread with foods such as onions.
7. **Do** **Don't** use day-old bread for toasted, grilled, and fried sandwiches.
8. **Do** **Don't** use fresh bread for sandwiches that are not toasted, grilled, or fried.
9. **Do** **Don't** cover hard rolls, so their crusts will stay crisp.
10. **Do** **Don't** use fresh bread with a firm texture for regular sandwiches.
11. **Do** **Don't** use fresh bread with a soft texture for rolled and pinwheel sandwiches.
12. **Do** **Don't** use variety breads, buns, and rolls for a wider selection of sandwiches.
13. **Do** **Don't** use ready-sliced breads and buns for speedier service.
14. **Do** **Don't** use a serrated knife when cutting bread.
15. **Do** **Don't** use slices of bread next to each other in the loaf when making sandwiches.

Check your answers in the back of this LAP. If you missed any, review Information Sheet 3.

Activity 3C
Do's and Don'ts for Spreads

Directions

On a separate sheet of paper, write out each statement using the correct beginning word, *Do* or *Don't*.

1. **Do** **Don't** cream spreads with an electric mixer.
2. **Do** **Don't** allow spreads to melt before using.
3. **Do** **Don't** refrigerate spreads not in use.
4. **Do** **Don't** use spreads that have been allowed to stay at room temperature for two hours or more.

Check your answers in the back of this LAP. If you missed any, review Information Sheet 3.

Information Sheet 4
The Basic Ingredients—Fillings, Extras, and Garnishes

Fillings and Extras

The filling gives a sandwich most of its character. Sliced meats and cheeses are most commonly used as fillings, but salad mixtures also are popular. A standard ratio for a salad filling is one part chopped vegetables and one part pickles to four parts meat, eggs, or cheese. Mixtures such as banana-bacon-peanut butter or combinations with jellies, jams, or other sweet items give variety. Many vegetable combinations are used, including the ever popular lettuce-and-tomato combination. Fruit fillings such as date-and-nut can be used with variety breads. Many convenience fillings also are available.

Fillings should be pleasantly flavored, tender, easy to eat, and rich enough to satisfy the appetite. Avoid excess sweetness or tartness and harsh or bland flavors.

Filling mixtures should spread easily and be of good consistency for eating. They should not be too dry or too moist. Mixed fillings with a fresh and distinct appearance will sell better than messy fillings. Limp or greasy bacon or limp, wilted lettuce can ruin an otherwise good sandwich. Meat or cheese slices should fit the bread and be evenly sliced.

Chopped fillings should be distinct, not messy. Soft fillings should contain some crisp material such as chopped celery, green pepper, lettuce, or thinly sliced cucumber. About a third to half of the total sandwich weight should be filling.

Entree (main dish) fillings include sliced meat and cheese, potted meat, fish, chopped meat, eggs (hard-cooked, scrambled, or fried), chopped vegetables mixed with mayonnaise, and peanut butter.

Sweet fillings include jams, jellies, preserves, and honey. Sweet spreads can be made by combining creamed butter or cream cheese with any of these ingredients, or with date paste, grated orange rind, or lemon juice.

Relish fillings include chopped vegetables mixed with mayonnaise dressing.

Most of these fillings can be used in most types of sandwiches, and a good deal of overlapping is likely to occur. There is plenty of room to be creative.

Extra ingredients may be added for flavor, texture, or appearance. These may be added regularly, or may be requested by the customer. The most common extras are lettuce and tomatoes. Other vegetables often used are spinach, watercress, sprouts, pickles, and slaw. Condiments may be added as well, including mayonnaise, ketchup, mustard, horseradish, and steak sauce. Extras or condiments should improve, not cover up, the flavor of the filling. When in doubt, give the customer a choice of which extras to add.

Information Sheet 4 (continued)
The Basic Ingredients—Fillings, Extras, and Garnishes

Filling Chart

Bacon	One pound averages 25 medium strips, or 1½ cups cooked and chopped.
Sliced cheese	One pound averages 16 slices (one ounce each).
Cottage cheese	One pound averages one pint.
Processed cheese	Grated—one pound averages one quart.
Celery	One pound averages one quart chopped.
Chicken	Five-pound fowl averages one quart cooked and diced.
Chicken	Sliced—one pound averages 12 slices (1½ ounces each) or 16 slices (one ounce each).
Eggs	Hard cooked—one dozen averages 3½ cups chopped.
Lettuce	One medium head averages 16 leaves.
Sliced meat	One pound averages 8 slices (2 ounces each).
Ground raw meat	One pound averages one pint.
Ground cooked meat	One pound averages 3 cups.
Nut meats	One pound averages 3¾ cups chopped.
Onions	One pound averages one pint chopped.
Olives	Drained—one quart averages 3 cups chopped.
Pickles	Drained—one quart averages 3 cups chopped.
Sandwich filling	Three quarts will spread 60 sandwiches if one No. 20 scoop is used per sandwich.
Salmon	One pound averages one pint flaked.
Tuna fish	One pound averages one pint flaked.
Tomatoes	One pound averages 3–4 medium tomatoes.

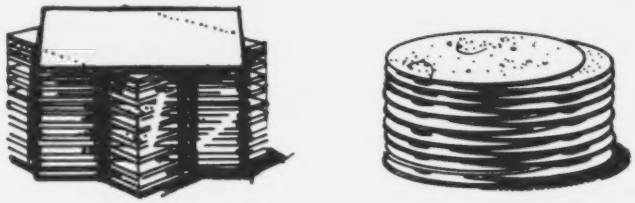
Information Sheet 4 (continued)
The Basic Ingredients—Fillings, Extras, and Garnishes

General Tips on Fillings and Extras

1. Prepare fresh supplies of sandwich ingredients daily if possible, before starting sandwich-making operations.
2. Place all prepared fillings in storage containers and refrigerate as soon as possible.
3. Keep only small amounts of fillings as a working supply on the counter top, keeping the rest refrigerated until needed.
4. Make all portions the same for each sandwich by using the same size and number of slices, the same weights of meats and cheeses, and the same number of scoops for the fillings.
5. Place fillings so that they cover the bread completely but do not hang over the edge of the sandwich. (Entree open-face sandwiches covered with sauce may hang over the sides of the bread.)
6. All fillings should be at least one-third to one-half of the total weight of the sandwich.

Tips on Dry Fillings and Extras

1. Wash lettuce thoroughly, separate the leaves, and crisp them in the refrigerator.
2. Wash other vegetables and remove stems, leaves, and bad spots.
3. Weigh and slice meats, cheeses, and vegetables into portions related to food costs and sandwich prices. Thin slices are easier to eat and more flavorful.
4. Clean the slicer between ingredients and reset the slice size.
5. As you slice, cross-stack the ingredients so you can easily pick them up. Put a paper liner between portions.

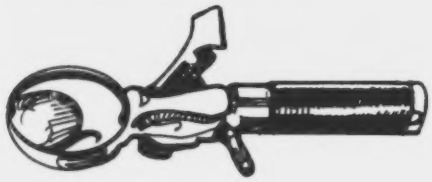


6. Use preformed hamburger patties, or portion meat with a scale and form into patties.
7. Store dry fillings in original wrappings before slicing. After slicing, cover them with wax paper (plastic wrap) and then a damp cloth to keep them from drying out.

Information Sheet 4 (continued)
The Basic Ingredients—Fillings, Extras, and Garnishes

Tips on Moist Fillings and Extras

1. Use moist fillings that have an easy-to-spread consistency.
2. Use amounts and sizes of ingredients that hold together well.
3. If a recipe doesn't give exact amounts of mayonnaise or salad dressing, add small amounts until the filling is properly moistened.
4. The filling is properly moistened when it will spread easily but will not make the bread soggy.
5. Fillings may contain one part chopped vegetables and one part pickles to four parts meat or other protein food.
6. Adding pickles, lemon juice, or olives improves the flavor and adds color to moist fillings; it also slows down bacterial growth.
7. Store fillings in small containers with tight-fitting lids.
8. Use a scoop to ladle out uniform portions of hot fillings.



Scoop Equivalents

Scoop Size	Number of Scoops to the Quart	Number of Ounces per Scoop
No. 8	8	5
No. 10	10	4
No. 12	12	3
No. 16	16	2–2½
No. 20	20	1⅔
No. 24	24	1½
No. 30	30	1¼
No. 40	40	1

Information Sheet 4 (continued)
The Basic Ingredients—Fillings, Extras, and Garnishes

Garnishes

The basic ingredients of a sandwich usually determine the types of garnishes (sometimes called accompaniments) to be served with it. Pickles, pimentos, olives, tomato wedges, both mild and hot chili peppers, various salads, such as coleslaw or potato salad, and carrot sticks are among the most commonly served garnishes. To add color and hold the sandwich together, a fancy toothpick may be used. Peach or pear halves decorated with small "bites" of contrasting color, such as cranberry sauce or pitted prunes, are often served with either cold or hot sandwiches. Many of the cold sandwiches may be accompanied by potato chips, French fried potatoes, or the popular plain or highly flavored corn chips.

The garnish (accompaniment) should suit the sandwich in texture, form, color, and flavor. It may be substantial in quantity, such as a cup of broth, a small coleslaw salad, or a spiced peach half.

The various garnishes for open-face sandwiches are usually part of the sandwich itself, although additional garnishes (accompaniments) may be added for color. Because so much of the sandwich is visible, care must be taken in adding garnishes (accompaniments) to avoid a look of clutter. Unusual garnishes (accompaniments), such as bean sprouts, should be sought to provide color and taste contrasts. Pineapple chunks, freshly cut apple slices, orange segments, cauliflower rosettes, and other fruits and vegetables give added variety and appeal.

Activity 4
The Basic Ingredients—Fillings, Extras, and Garnishes

Directions

On a separate sheet of paper, choose the best answer and write out the complete statement.

1. You should prepare sandwich ingredients _____ if possible.
   —weekly
   —twice a week
   —daily
   —before each sandwich

DO NOT WRITE IN THIS LAP

2. Fillings should be _____.
   —eaten as soon as they are made
   —placed in storage containers and refrigerated as soon as possible
   —left at room temperature so they'll be creamy and easy to spread
   —placed in sandwiches immediately and stored in the refrigerator

3. Keep _____ filling as a working supply on the counter top.
   —no
   —one portion of
   —a small amount of
   —a large amount of

4. Make filling portions _____.
   —the right amount for each customer
   —the same for each sandwich
   —the way it looks good for the piece of bread
   —as small as possible

5. Fillings should be placed on the bread in such a way that they _____.
   —cover the bread completely but do not hang outside, so they are easy to eat
   —are spread thin inside and hang outside to look like a lot of food
   —are in the center and aren't near the edges, so the sandwich stays together
   —fit without the sandwich being too high; it doesn't matter if they hang out

6. All sandwich fillings should be at least _____ of the total weight of the sandwich.
   —1/8-1/4
   —1/4-1/3
   —1/3-1/2
   —1/2-3/4

Activity 4 (continued)
The Basic Ingredients—Fillings, Extras, and Garnishes

7. Thin slices of fillings are _____.
   —not acceptable for most sandwiches
   —easier to eat but not as good-tasting as thick slices
   —easier to eat and more flavorful than thick slices
   —harder to eat but better tasting than thick slices

8. The best way to cost-control portions of dry fillings is to _____.
   —evenly slice and count pieces
   —evenly slice and weigh pieces
   —cut into bite-size pieces and count
   —any of the above

9. For ease of handling, sliced ingredients can be _____.
   —put into separate containers per portion
   —cross-stacked with a paper liner between portions
   —sliced as you make each sandwich
   —stacked neatly so there are no overlapping edges

10. After slicing, dry fillings should be _____.
    —stored in their original wrappings
    —stored in plastic wrap
    —covered with wax paper and a damp cloth
    —covered with a damp cloth and plastic wrap

11. Moist fillings should be _____.
    —easy to spread
    —thick and rich
    —very well melted
    —thick or thin, depending on type

12. When making moist fillings, use ingredients that _____.
    —hold together well
    —are bite-size pieces
    —are all the same size
    —are tiny, ground-up pieces

13. If a recipe for a moist filling doesn't give the exact amount of mayonnaise or salad dressing, _____.
    —use another recipe that does
    —add it a little at a time until the filling is properly moistened
    —use equal amounts of dry ingredients and mayonnaise or dressing
    —start with mayonnaise or dressing and add the other ingredients until the consistency is right

Activity 4 (continued)
The Basic Ingredients—Fillings, Extras, and Garnishes

14. Moist fillings may contain one part chopped vegetables and one part chopped pickles or relish to _____ part(s) meat or other protein food.
    —one
    —two
    —four
    —ten

15. Adding pickles, lemon juice, or olives _____.
    —improves the flavor
    —adds color
    —slows down bacterial growth
    —all of the above

16. You should store moist fillings _____.
    —covered with wax paper (plastic wrap) and then a damp cloth
    —in large containers covered with plastic wrap
    —in large containers with tight-fitting lids
    —in small containers with tight-fitting lids

17. For ease of handling and to make even portions of moist fillings, use a _____.
    —large spoon
    —ladle
    —measuring cup
    —scoop

18. Appropriate garnishes (accompaniments) for sandwiches are: _____.
    —pickles, pimentos, or olives
    —potato chips, French fries, or corn chips
    —a cup of soup, coleslaw, or a peach half
    —all of the above

Check your answers in the back of this LAP. If you missed any, review Information Sheet 4.

Information Sheet 5
The Sandwich Counter

Setting Up

Organization is the secret of successful sandwich making. All ingredients on the counter should already be washed and drained, sliced, portioned, or prepared as the recipe directs. The tools, plates, and garnishes should all be ready, so that orders can be promptly filled. Always read recipes thoroughly to be sure all ingredients are assembled, then re-read them to understand the method of preparation.

Estimate the number of sandwiches that will be served on a given day. Order bread and prepare fillings, garnishes, and other ingredients for that number. Try not to prepare any more filling than will be needed in a single day. Sandwich ingredients requiring only slicing and portioning may be sliced beforehand, portioned, and cross-stacked, then wrapped and refrigerated to be used during the next service period or the next day.

The proper placement of all tools and ingredients on the work surface is a key to increased efficiency. Materials should never be placed beyond an arm's length. Movements that go beyond your normal reach may cause unnecessary stretching or bending. If you can use both hands at the same time and keep up a working rhythm, you are less likely to become tired.

Good placement of supplies will prevent searching for scoops, spatulas, butter, and other materials. All small tools should be kept in easily reached storage spaces. The bread supply and the plates may be kept in self-leveling dispensers. When sandwiches are prepared in quantity, you can use carts to bring the bread and other ingredients to the work area.

An efficiently planned counter is always ready for quick service. Place fillings and equipment used most frequently in the normal work area, indicated by the lower broken line. Other tools and fillings should be located in work areas shown by the upper line.

Information Sheet 5 (continued)
The Sandwich Counter

Many ingredients used in sandwich making may spoil if left out for very long. Some sandwich counters have containers that are refrigerated from below, or a small refrigerator may be nearby. If refrigerators are not available, ice may be kept in a tray beneath the ingredients containers, or smaller amounts of ingredients may be removed from the refrigerator at a time.

Extra supplies of bread are often stored on shelves or in drawers beneath the work area. You also may store them in bread dispensers near the work area. You can use a tray to store assorted rolls.

Cutting boards should be removable for easy cleaning. There should be an opening in the cutting board so that you can push scrap into the waste container. Plates are often stored beneath the cutting board on a shelf, or they may be stored in built-in dish dispensers.

Place the toaster on the counter wherever there is a convenient space. Because French fried items often accompany sandwiches, you may also want to install a fryer near the sandwich counter. Broilers, griddles, and fryers are often placed in back of the worker in a line arrangement. The worker only needs to turn around in order to broil, fry, or grill foods.

Hot sandwiches with gravy are usually served from a steam counter. A sink with running water should be near the sandwich area so that the area can be kept very clean.

These are the utensils you should have ready for sandwich making:

- a spatula (spreader) for spreading butter and mayonnaise
- separate scoops, spatulas, or ladles for each filling and sauce
- a fork for lifting sliced ingredients
- scales for weighing ingredients
- tongs for picking up garnishes, shredded lettuce, and French fries
- ladles for portioning liquid dressings
- a French or serrated knife for cutting sandwiches
- a cutting board
- toothpicks for holding sandwiches together
- plates, baskets, or trays for serving or storing sandwiches

Please review LAP 5.2, *Organization of Work Stations*, before setting up your sandwich counter.

Activity 5A
The Sandwich Counter

Directions

On a separate sheet of paper, choose the best answer and write out the complete statement.

1. _____ is the secret of successful sandwich making.
   —speed
   —organization
   —extended movement
   —cross-stacking

DO NOT WRITE IN THIS LAP

2. All ingredients should be _____.
   —washed and ready to prepare
   —sliced and ready to portion
   —ready to wash, slice, and portion
   —already washed, sliced, and portioned

3. Tools, plates, and garnishes should be _____.
   —stored nearby
   —on the counter ready to be used
   —freshly washed nearby
   —under the counter

4. _____ is a key to increased efficiency.
   —proper placement of materials and ingredients on the work surface
   —doing stretching and bending exercises daily
   —a slow and even pace
   —keeping everything available in a 10 ft. by 10 ft. work area

5. Materials should never be placed _____.
   —too close together
   —closer than a finger's length apart
   —beyond an arm's length
   —beyond two arm lengths

6. Broilers, griddles, and fryers are often placed _____.
   —on a counter nearby
   —in front of the worker
   —to the left of the worker
   —in back of the worker

Check your answers in the back of this LAP. If you missed any, review Information Sheet 5.

Activity 5B
Tools for the Sandwich Counter

Directions

On a separate sheet of paper, write the 10 most important items needed for a sandwich counter. Choose from the word bank below.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Word Bank

toothpicks
bowls
baker's scales
plates, baskets, or trays
cutting board
vegetable peeler
tongs
kitchen fork
spreader
fork
pierced kitchen spoon
wire whip
strainer
ladles
French knife or serrated knife
measuring spoons
measuring cups
scoops
portion scales
kitchen spoon

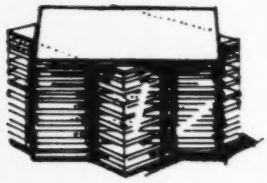
Answer Keys for Written Activities

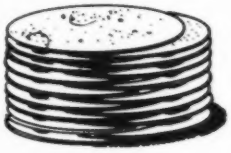
Activity 1:
Matching Vocabulary Words

1. **condiment**—a seasoning, sauce, relish, or food, such as ketchup, mayonnaise, mustard, pickles, relish

2. **consistency**—the thickness or stiffness of something

3. **cross-stacking**—a method used to make picking up meats, cheeses, and vegetables easier

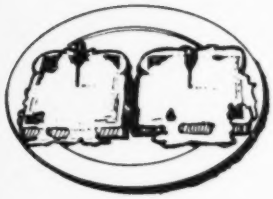


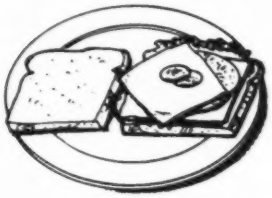


4. **delicatessen** (deli)—a shop where specialty foods are sold, such as meats, cheeses, relishes, etc.

5. **diagonal**—a straight line that cuts across from corner to corner

6. **open-face**—a type of sandwich in which both pieces (or one piece) of bread are placed on the plate and the filling is fully visible—there is no top





7. **serrated**—having a saw-tooth edge

8. **spreader**—a metal spatula used to cover bread with spread or filling

9. **scoop**—a small metal bowl with a handle and a lever to push the food out; comes in many sizes; used to portion food

10. **stale**—not fresh; for example, when bread gets old it feels hard and rough

Activity 2:
Types of Sandwiches

1. **traditional**—sandwiches with two pieces of bread and filling in between
2. **combination**—sandwiches that have two or more fillings
3. **open-face**—sandwiches that have bread on the bottom, then filling, but no bread on top
4. **club**—sandwiches with three of more slices of bread and usually different fillings for each layer
5. **entree**—open-face sandwiches served hot with a large portion of roasted meat and covered with a sauce or gravy
6. **deli**—sandwiches made with special breads or rolls, meats, cheeses, and extras
7. **grilled**—sandwiches buttered on the outside, then browned on a griddle
8. **deep-fried**—sandwiches coated with egg and fried
9. **tea**—small, fancy sandwiches without crusts, cut into different shapes
10. **sandwich loaf**—sandwiches made from a whole loaf of bread that is sliced, filled, and iced, then cut like a cake for each serving
11. **canape**—small open-face sandwiches cut into fancy shapes

Activity 3A:
The Basic Ingredients—
Breads and Spreads

1. The important thing to remember about sandwich bread is that it should be **fresh**.
2. The butter, margarine, or mayonnaise on a sandwich is called the **spread**.
3. The meats, cheeses, and salads are called the **fillings**.

Answer Keys for Written Activities (continued)

4. Tomatoes, lettuce, onions, etc., added on top of the meat are called the **extras**.
5. When pickles, olives, carrot curls, etc., are placed on top of the sandwich or next to it, they are called the **garnish**.
6. Spreads serve two important purposes. First, they **keep the bread from becoming stale**.
7. The second important purpose of spreads is that they **seal the surface of the bread**.
8. The **filling** usually gives the sandwich its name.

Activity 3B:
Do's and Don'ts for Breads

1. **DO** keep soft breads, buns, and rolls covered.
2. **DO** keep loaves covered with their original wrappers or plastic wrap.
3. **DO** keep stacks of bread covered with the heel of the loaf.
4. **DON'T** keep bread refrigerated.
5. **DON'T** stack loaves on top of each other to save space.
6. **DON'T** store bread with foods such as onions.
7. **DO** use day-old bread for toasted, grilled, and fried sandwiches.
8. **DO** use fresh bread for sandwiches that are not toasted, grilled, or fried.
9. **DON'T** cover hard rolls, so their crusts will stay crisp.
10. **DO** use fresh bread with a firm texture for regular sandwiches.
11. **DO** use fresh bread with a soft texture for rolled and pinwheel sandwiches.
12. **DO** use variety breads, buns, and rolls for a wider selection of sandwiches.
13. **DO** use ready-sliced breads and buns for speedier service.
14. **DO** use a serrated knife when cutting bread.
15. **DO** use slices of bread next to each other in the loaf when making sandwiches.

Answer Keys for Written Activities (continued)

Activity 3C:
Do's and Don'ts for Spreads

1. **DO** cream spreads with an electric mixer.
2. **DON'T** allow spreads to melt before using.
3. **DO** refrigerate spreads not in use.
4. **DON'T** use spreads that have been allowed to stay at room temperature for two hours or more.

Activity 4:
The Basic Ingredients—Fillings, Extras, and Garnishes

1. You should prepare sandwich ingredients **daily** if possible.
2. Fillings should be **placed in storage containers and refrigerated as soon as possible**.
3. Keep **a small amount of** filling as a working supply on the counter top.
4. Make filling portions **the same for each sandwich**.
5. Fillings should be placed on the bread in such a way that they **cover the bread completely but do not hang outside, so they are easy to eat**.
6. All sandwich fillings should be at least **⅓-½** of the total weight of the sandwich.
7. Thin slices of fillings are **easier to eat and more flavorful than thick slices**.
8. The best way to cost-control portions of dry fillings is to **evenly slice and weigh pieces**.
9. For ease of handling, sliced ingredients can be **cross-stacked with a paper liner between portions**.
10. After slicing, dry fillings should be **covered with wax paper and a damp cloth**.
11. Moist fillings should be **easy to spread**.
12. When making moist fillings, use ingredients that **hold together well**.
13. If a recipe for a moist filling doesn't give the exact amount of mayonnaise or salad dressing, **add it a little at a time until the filling is properly moistened**.
14. Moist fillings may contain one part chopped vegetables and one part chopped pickles or relish to **four** parts meat or other protein food.

Answer Keys for Written Activities (continued)

15. Adding pickles, lemon juice, or olives **improves the flavor, adds color, slows down bacterial growth (all of the above)**.

16. You should store moist fillings **in small containers with tight-fitting lids**.

17. For ease of handling and to make even portions of moist fillings, use a **scoop**.

18. Appropriate garnishes (accompaniments) for sandwiches are: **pickles, pimentos, or olives; potato chips, French fries, or corn chips; a cup of soup, coleslaw, or a peach half (all of the above)**.

Activity 5A:
The Sandwich Counter

1. **Organization** is the secret of successful sandwich making.

2. All ingredients should be **already washed, sliced, and portioned**.

3. Tools, plates, and garnishes should be **on the counter ready to be used**.

4. **Proper placement of materials and ingredients on the work surface** is a key to increased efficiency.

5. Materials should never be placed **beyond an arm's length**.

6. Broilers, griddles, and fryers are often placed **in back of the worker**.

Activity 5B:
Tools for the Sandwich Counter

1. **toothpicks**
2. **plates, baskets, or trays**
3. **cutting board**
4. **tongs**
5. **kitchen fork**
6. **spatula (spreader)**
7. **ladles**
8. **French knife or serrated knife**
9. **scoops**
10. **portion scales**

State of Florida
Department of Education
Ralph D. Turlington, Commissioner of Education
Tallahassee, Florida
Affirmative action/equal opportunity employer

Division of Vocational, Adult, and Community Education

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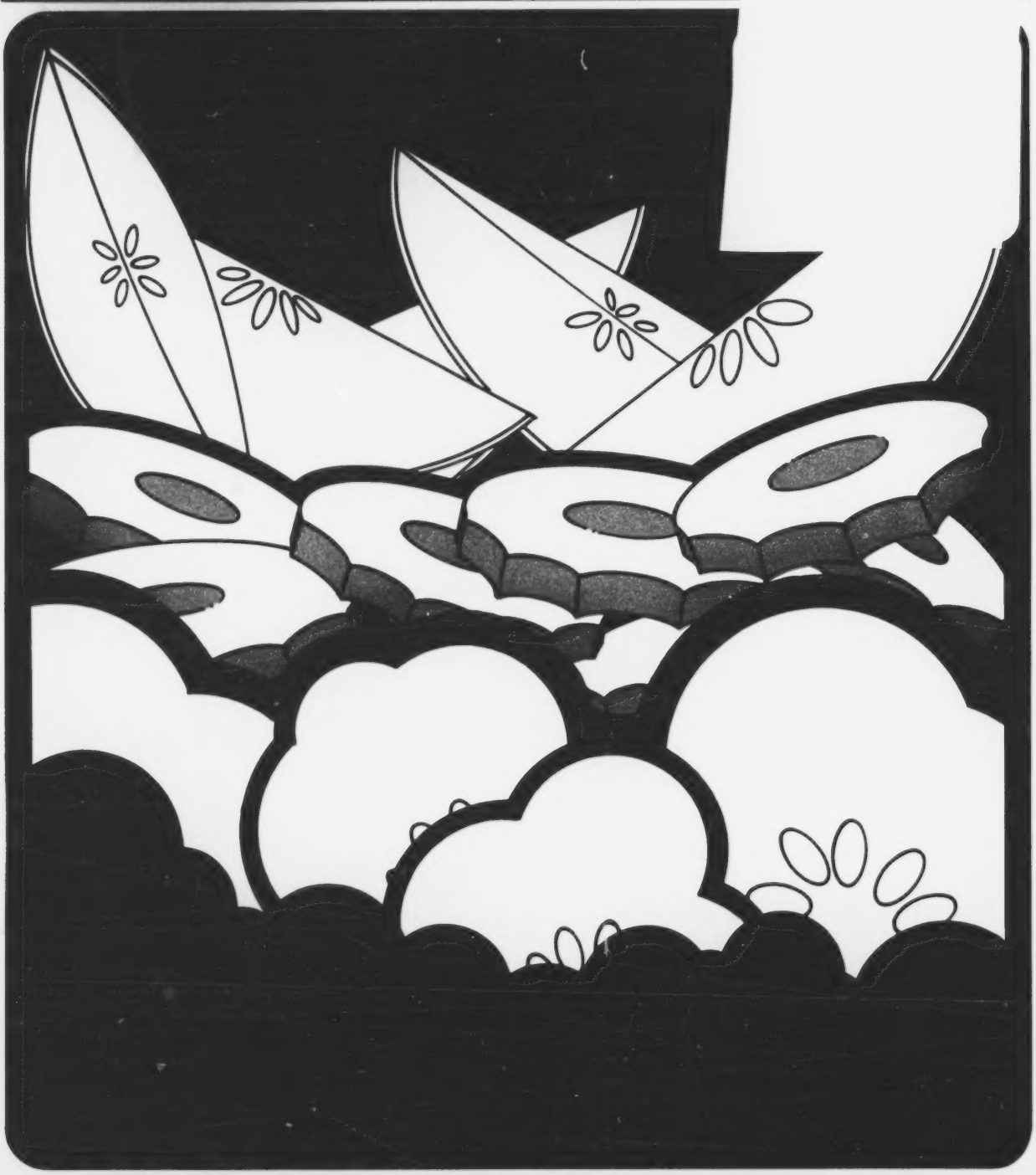
IE 322 BK 85

INSTRUCTOR'S GUIDE
LAP
5.4a

Introduction to Sandwiches

Basic Food Preparation



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January 1985

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Instructional Matrix

Directions If you want to use only part of the materials in this LAP, use this matrix to help you select what you need.

Objectives	Instructional Materials	Practice and Feedback	Evaluation
Knowledge Objectives	**Information Sheets**	**Written Activities**	**Written Test Items**
1. Match a list of vocabulary words with their definitions. (At least 9 out of 10 must be correct.)	1: Vocabulary	1: Matching Vocabulary Words	Part I: 1-10
2. Match types of sandwiches with their descriptions. (At least 10 out of 11 must be correct.)	2: Types of Sandwiches	2: Types of Sandwiches	Part II: 1-11
3. Choose the correct phrases to complete multiple choice statements about breads and spreads. (At least 7 out of 8 must be correct.)	3: The Basic Ingredients—Breads and Spreads	3A: The Basic Ingredients—Breads and Spreads	Part III: 1-8
4. Complete statements about breads using *do* or *don't* as the beginning words. (At least 13 out of 15 must be correct.)	3: The Basic Ingredients—Breads and Spreads	3B: Do's and Don'ts for Breads	Part IV: 1-15
5. Complete statements about spreads using *do* or *don't* as the beginning word. (All 4 must be correct.)	3: The Basic Ingredients—Breads and Spreads	3C: Do's and Don'ts for Spreads	Part V: 1-4
6. Choose the correct phrases to complete multiple choice statements about fillings, extras, and garnishes. (At least 16 out of 18 must be correct.)	4: The Basic Ingredients—Fillings, Extras, and Garnishes	4: The Basic Ingredients—Fillings, Extras, and Garnishes	Part VI: 1-18
7. Choose the correct phrases to complete multiple choice statements about the sandwich counter. (At least 5 out of 6 must be correct.)	5: The Sandwich Counter	5A: The Sandwich Counter	Part VII: 1-6
8. From a list of words, choose the items needed for a sandwich counter. (At least 9 out of 10 must be correct.)	5: The Sandwich Counter	5B: Tools for the Sandwich Counter	Part VII: 1-10

Notes to the Instructor

General Notes

- This is the first of two LAPs about sandwiches.
- This LAP should be completed before beginning LAP 5.4b.
- It would be helpful for students to complete LAP 5.2, *Organization of Work Stations*, before beginning this LAP.
- Before beginning this LAP, students should view the filmstrip *Preparing Cold Sandwiches* (State of Florida, Department of Education, Division of Vocational, Adult, and Community Education, Food Production and Services). This filmstrip is acceptable for use with the educable mentally retarded/handicapped (EMR/EMH) and academically disadvantaged.

OPPS

The materials in LAP 5.4a are preparatory to the skills covered in LAP 5.4b, which are related to or cover the following areas of the Florida **OPPS** (Occupational Proficiency Performance Standards):

Assemble cold sandwiches.
Prepare grilled sandwiches.
Assemble hot sandwiches.

V-TECS

The materials in LAP 5.4a are preparatory to the skills covered in LAP 5.4b, which are related to or cover the following areas of the Florida/**V-TECS** (Vocational-Technical Education Consortium of States) *Commercial Cook* catalog:

Duty: Preparing and Cooking Sandwiches

Task: Assemble cold sandwiches.
Objective: Given sliced bread, sandwich ingredients, condiments, garnishes, a portion scale, wax paper squares, frilled toothpicks, recipe, serrated-edge knife, sandwich spreader, toaster, cutting board, and a chilled plate, assemble ingredients and make a cold sandwich ready for service. The sandwich must contain accurate portions of all ingredients, must hold together, and be neatly arranged and garnished. The ingredients must be evenly distributed over the bread and not protrude from the edges.

Task: Prepare grilled sandwiches.
Objective: Given margarine, a butter spreader, sliced bread, recipe, sandwich ingredients, portion scale, wax paper squares, grill, cutting board, serrated-edge knife, a warmed plate, condiments, garnishes, spatula, grill brick, and grill oil, prepare a grilled sandwich. The sandwich must be hot, evenly browned, not greasy to the touch or taste, and neatly arranged on the plate along with the condiments or garnish. The ingredients must be warmed throughout, evenly distributed, and not protruding from the edges.

Task: Assemble hot sandwiches.
Objective: Given sliced bread or hamburger rolls, toaster, grill, butter spreader, margarine, cooked sandwich ingredients, condiments, garnishes, warmed plate, tongs or spatula, recipe, appropriate sauce or gravy, and ladle, assemble a hot sandwich, ready for service. The sandwich must be hot, with the meat evenly distributed on bread or

Notes to the Instructor (continued)

roll. The bread or roll must be evenly browned or toasted with no greasy appearance or taste. The sandwich must be neatly arranged on the plate along with the condiments or garnishes. If a sauce or gravy is applied it must uniformly cover the sandwich without covering more than one inch of the exposed plate away from any sandwich edge.

Career MAP

The materials in LAP 5.4a cover or are related to the following Commercial Foods and Culinary Arts Career MAP (Career *M*erit *A*chievement *P*lan) competencies:

Store and handle prepared cold food and beverages.

Prepare sandwich fillings.

Prepare hot and cold sandwiches.

Prepare garnishes for salads and cold plates.

Prepare sliced meats for a cold buffet.

Prepare canapes and cold *hors d'oeuvres*.

Present salads, buffet foods, and beverages for serving.

Special Needs

The following materials, which are related to or cover this subject, can be used for students who are educable mentally retarded/handicapped (EMR/EMH) or academically disadvantaged as an alternative to, or in addition to, this LAP:

Series: Career Related Instruction (CRI)
Occupational Cluster: Food Preparation and Service
Titles: *What Is a Sandwich?* (FPS FP 02 001)
How to Make, Cut, and Serve Cold Sandwiches (FPS FP 02 002)
How to Make and Serve Hot Sandwiches (FPS FP 02 003)
How to Cut with a Serrated Knife (FPS FP 02 004)
How to Dish Foods with a Scoop (FPS FP 02 005)
Wrapping Sandwiches (FPS FP 002 007)

Suggested Instructional Procedures

Individual Instruction

If you choose to have student(s) use this LAP as a self-paced, self-instructional unit, have the student(s) follow the learning steps in the LAP, as listed below.

Learning Steps in LAP 5.4a

1. Before beginning this LAP, ask your instructor for the filmstrip *Preparing Cold Sandwiches.*
2. Read and study **Information Sheet 1**: Vocabulary.
3. Complete **Activity 1**: Matching Vocabulary Words. Check your answers.
4. Read and study **Information Sheet 2**: Types of Sandwiches.
5. Complete **Activity 2**: Types of Sandwiches. Check your answers.
6. Read and study **Information Sheet 3**: The Basic Ingredients—Breads and Spreads.
7. Complete **Activity 3A**: The Basic Ingredients—Breads and Spreads. Check your answers.
8. Complete **Activity 3B**: Do's and Don'ts for Breads. Check your answers.
9. Complete **Activity 3C**: Do's and Don'ts for Spreads. Check your answers.
10. Complete **Information Sheet 4**: The Basic Ingredients—Fillings, Extras, and Garnishes. Check your answers.
11. Complete **Activity 4**: The Basic Ingredients—Fillings, Extras, and Garnishes. Check your answers.
12. Read and study **Information Sheet 5**: The Sandwich Counter.
13. Complete **Activity 5A**: The Sandwich Counter. Check your answers.
14. Complete **Activity 5B**: Tools for the Sandwich Counter. Check your answers.
15. Get **Written Test 5.4a** from your instructor and complete it. If you are successful, you have completed this LAP; if not, talk with your instructor.

Group Instruction

If you choose to use this LAP as a unit of instruction for more than one student, the following teaching steps are suggested.

Suggested Instructional Procedures (continued)

Teaching Steps for LAP 5.4a

1. Before beginning this LAP, show the filmstrip *Preparing Cold Sandwiches*.
2. Introduce the subject of sandwiches.
3. Discuss the objectives in LAP 5.4a.
4. Discuss the vocabulary words with the group.
5. Have each student read the information sheets and do the written activities in the LAP.
6. As a group, discuss types of sandwiches. Show students examples.
7. As a group, discuss the basic sandwich ingredients and handling tips.
8. Show students how the sandwich counter is arranged for efficient production. Discuss the necessary tools for sandwich making.
9. Give the students **Written Test 5.4a** to complete. Evaluate the results, using the Answer Key in this Instructor's Guide. Make special arrangements for those who do not master this unit.
10. Use the additional instructional activities/enrichment with the group or with individual students.

Additional Instructional Activities/Enrichment

Suggested Readings

Haines, Robert G. *Food Preparation for Hotels, Restaurants, and Cafeterias*. 2nd ed. Alsip, Ill.: American Technical Publishers, 1973, pp. 85, 87-89, 100-104.

Written Test 5.4a
I. Matching Vocabulary

Directions

Match each vocabulary word below with the correct definition. Write the letter of the correct definition in the blank beside the word.

Vocabulary Words

_____ (1) **condiment**

_____ (2) **delicatessen (deli)**

_____ (3) **diagonal**

_____ (4) **open-face**

_____ (5) **scoop**

_____ (6) **stale**

_____ (7) **consistency**

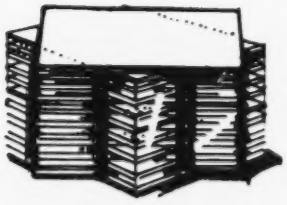
_____ (8) **cross-stacking**

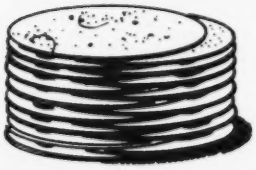
_____ (9) **serrated**

_____ (10) **spreader**

Definitions

a. a method used to make picking up meats, cheeses, and vegetables easier.

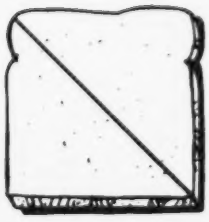




b. a seasoning, sauce, relish, or food, such as ketchup, mayonnaise, mustard, pickles, relish

c. a shop where specialty foods are sold, such as meats, cheeses, relishes, etc.

d. a straight line that cuts across from corner to corner

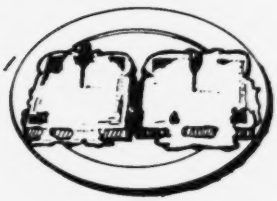


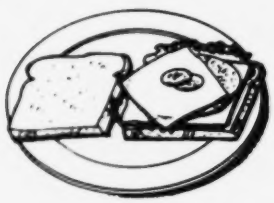
Written Test 5.4a (continued)
I. Matching Vocabulary

e. not fresh; for example, when bread gets old it feels hard and rough

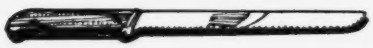
f. a metal spatula used to cover bread with spread or filling

g. a type of sandwich in which both pieces (or one piece) of bread are placed on the plate and the filling is fully visible—there is no top





h. a small metal bowl with a handle and a lever to push the food out; comes in many sizes; used to portion food



i. having a saw-tooth edge

j. the thickness or stiffness of something

Written Test 5.4a
II. Types of Sandwiches

Directions

Match each type of sandwich with the correct description. Write the letter of the correct description in the blank beside the word.

Types of Sandwiches

_____ (1) traditional

_____ (2) combination

_____ (3) open-face

_____ (4) club

_____ (5) entree

_____ (6) deli

_____ (7) grilled

_____ (8) deep-fried

_____ (9) tea

_____ (10) sandwich loaf

_____ (11) canape

Descriptions

a. sandwiches that have bread on the bottom, then filling, but no bread on top

b. sandwiches that have two or more fillings

c. sandwiches coated with egg and fried

d. sandwiches with two pieces of bread and filling in between

e. small open-face sandwiches cut into fancy shapes

f. sandwiches buttered on the outside, then browned on a griddle

g. sandwiches made from a whole loaf of bread that is sliced, filled, and iced, then cut like a cake for each serving

h. sandwiches with three or more slices of bread and usually different fillings for each layer

i. open-face sandwiches served hot with a large portion of roasted meat and covered with a sauce or gravy

Written Test 5.4a (continued)
II. Types of Sandwiches

j. sandwiches made with special breads or rolls, meats, cheeses, and extras

k. small, fancy sandwiches without crusts, cut into different shapes

Written Test 5.4a

III. The Basic Ingredients—Breads and Spreads

Directions

Read the statements below. Circle the letter of the phrase that best completes each statement.

1. Spreads serve two important purposes. First, they _____.

   a. help the bread become stale
   b. hold the filling in the sandwich
   c. keep the bread from becoming stale
   d. add color to the sandwich

2. Second, spreads _____.

   a. enhance the flavor of the bread
   b. seal the surface of the bread
   c. make the bread soggy
   d. hold the sandwich together

3. The _____ usually gives the sandwich its name.

   a. spread
   b. garnish
   c. filling
   d. bread

4. Tomatoes, lettuce, onions, etc., added on top of the meat are called the _____.

   a. garnish
   b. extras
   c. fillings
   d. fixings

5. When pickles, olives, carrot curls, etc., are placed on top of the sandwich or next to it, they are called the _____.

   a. toppings
   b. garnish
   c. fixings
   d. extras

6. The important thing to remember about sandwich bread is that it should be _____.

   a. kept refrigerated
   b. fresh
   c. stale
   d. white

Written Test 5.4a (continued)
III. The Basic Ingredients—Breads and Spreads

7. The butter, margarine, or mayonnaise on a sandwich is called the _____.

   a. spread
   b. extra
   c. filling
   d. topping

8. The meats, cheeses, or salads are called the _____.

   a. spread
   b. fillings
   c. fixings
   d. extras

Written Test 5.4a

IV. Do's and Don'ts for Breads

Directions Circle **DO** or **DON'T** for each of the statements below.

1. **Do** **Don't** use variety breads, buns, and rolls for a wider selection of sandwiches.
2. **Do** **Don't** use ready-sliced breads and buns for speedier service.
3. **Do** **Don't** use slices of bread next to each other in the loaf when making sandwiches.
4. **Do** **Don't** keep soft breads, buns, and rolls covered.
5. **Do** **Don't** keep loaves covered with their original wrappers or plastic wrap.
6. **Do** **Don't** cover hard rolls, so their crusts will stay crisp.
7. **Do** **Don't** use fresh bread with a firm texture for regular sandwiches.
8. **Do** **Don't** use fresh bread with a soft texture for rolled and pinwheel sandwiches.
9. **Do** **Don't** use day-old bread for toasted, grilled, and fried sandwiches.
10. **Do** **Don't** use fresh bread for sandwiches that are not toasted, grilled, or fried.
11. **Do** **Don't** keep stacks of bread covered with the heel of the loaf.
12. **Do** **Don't** keep bread refrigerated.
13. **Do** **Don't** stack loaves on top of each other to save space.
14. **Do** **Don't** store bread with foods such as onions.
15. **Do** **Don't** use a serrated knife when cutting bread.

Written Test 5.4a

V. Do's and Don'ts for Spreads

Directions Circle **DO** or **DON'T** for each of the statements below.

1. **Do** **Don't** use spreads that have been allowed to stay at room temperature for two hours or more.
2. **Do** **Don't** refrigerate spreads not in use.
3. **Do** **Don't** allow spreads to melt before using.
4. **Do** **Don't** cream spreads with an electric mixer.

Written Test 5.4a

VI. The Basic Ingredients—Fillings, Extras, and Garnishes

Directions

Read the statements below. Circle the letter of the phrase that best completes each statement.

1. Garnishes (accompaniments) appropriate for sandwiches are: _____.

   a. potato chips, French fries, or corn chips
   b. a cup of soup, coleslaw, or a peach half
   c. pickles, pimentos, or olives
   d. all of the above

2. All sandwich fillings should be at least _____ of the total weight of the sandwich.

   a. 1/2–3/4
   b. 1/3–1/2
   c. 1/4–1/3
   d. 1/8–1/4

3. When making moist fillings, use ingredients that _____.

   a. are tiny, ground-up pieces
   b. are all the same size
   c. are bite-size pieces
   d. hold together well

4. If a recipe doesn't give the exact amount of mayonnaise or salad dressing, _____.

   a. start with mayonnaise or dressing and add the other ingredients until the consistency is right
   b. use equal amounts of dry ingredients and mayonnaise or dressing and add the other ingredients until the consistency is right
   c. add it a little at a time until the filling is properly moistened
   d. use another recipe that does

5. Moist fillings may contain one part chopped vegetables and one part chopped pickles or relish to _____ part(s) meat or other protein food.

   a. ten
   b. four
   c. two
   d. one

6. Thin slices of fillings are _____.

   a. harder to eat but better tasting than thick slices
   b. easier to eat and more flavorful than thick slices
   c. easier to eat but not as good tasting as thick slices
   d. not acceptable for most sandwiches

Written Test 5.4a (continued)
VI. The Basic Ingredients—Fillings, Extras, and Garnishes

7. The best way to cost-control portions of dry fillings is to _____.

   a. cut into bite-size pieces and count
   b. evenly slice and weigh pieces
   c. evenly slice and count pieces
   d. any of the above

8. Adding pickles, lemon juice, or olives _____.

   a. slows down bacterial growth
   b. adds color
   c. improves the flavor
   d. all of the above

9. You should store moist fillings _____.

   a. in large containers with tight-fitting lids
   b. in small containers with tight-fitting lids
   c. in large containers covered with plastic wrap
   d. covered with wax paper (plastic wrap) and then a damp cloth

10. After slicing, dry fillings should be _____.

    a. covered with a damp cloth and plastic wrap
    b. covered with wax paper and a damp cloth
    c. stored in plastic wrap
    d. stored in their original wrappings

11. Moist fillings should be _____.

    a. thick or thin depending on type
    b. thick and rich
    c. very well melted
    d. easy to spread

12. For ease of handling and to make even portions of moist fillings, use a _____.

    a. measuring cup
    b. large spoon
    c. ladle
    d. scoop

13. For ease of handling, sliced ingredients can be _____.

    a. stacked neatly so there are no overlapping edges
    b. cross-stacked with a paper liner between portions
    c. sliced as you make each sandwich
    d. put into separate containers per portion

Written Test 5.4a (continued)
VI. The Basic Ingredients—Fillings, Extras, and Garnishes

14. You should prepare sandwich ingredients _____ if possible.

    a. before each sandwich
    b. daily
    c. twice a week
    d. weekly

15. Fillings should be _____.

    a. eaten as soon as they are made
    b. left at room temperature so they'll be creamy and easy to spread
    c. placed in sandwiches immediately and stored in the refrigerator
    d. placed in storage containers and refrigerated as soon as possible

16. Keep _____ filling as a working supply on the counter top.

    a. a large amount of
    b. a small amount of
    c. one portion of
    d. no

17. Make filling portions _____.

    a. as small as possible
    b. the way it looks good for the piece of bread
    c. the same for each sandwich
    d. the right amount for each customer

18. Fillings should be placed on the bread in such a way that they _____.

    a. fit without the sandwich being too high; it doesn't matter if they hang out
    b. are in the center and aren't near the edges, so the sandwich stays together
    c. are spread thin inside and hang outside to look like a lot of food
    d. cover the bread completely but do not hang outside, so they are easy to eat

Written Test 5.4a
VII. The Sandwich Counter

Directions

Read the statements below. Circle the letter of the phrase that best completes each statement.

1. _____ is a key to increased efficiency.

   a. keeping everything available in a 10 ft. by 10 ft. work area
   b. a slow and even pace
   c. doing stretching and bending exercises daily
   d. proper placement of materials and ingredients on the work surface

2. Materials should never be placed _____.

   a. beyond two arm lengths
   b. beyond an arm's length
   c. closer than a finger's length apart
   d. too close together

3. All ingredients should be _____.

   a. ready to wash, slice, and portion
   b. washed and ready to prepare
   c. sliced and ready to portion
   d. already washed, sliced, and portioned

4. _____ is the secret of successful sandwich making.

   a. extended movement
   b. speed
   c. organization
   d. cross-stacking

5. Broilers, griddles, and fryers are often placed _____.

   a. in back of the worker
   b. to the left of the worker
   c. in front of the worker
   d. on a counter nearby

6. Tools, plates, and garnishes should be _____.

   a. freshly washed nearby
   b. stored nearby
   c. on the counter ready to be used
   d. under the counter

Written Test 5.4a

VIII. Tools for the Sandwich Counter

Directions

Write the 10 most important items needed for a sandwich counter. Choose from the word bank below.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Word Bank

fork
pierced kitchen spoon
wire whip
strainer
ladles
French knife or serrated knife
measuring spoons
measuring cups
scoops
portion scales
kitchen spoon
toothpicks
bowls
baker's scales
plates, baskets, or trays
cutting board
vegetable peeler
tongs
kitchen fork
spreader

Answer Key for Written Test

Each section in the Written Test covers one objective and, therefore, should be evaluated separately. Criteria for evaluating each section are suggested below.

I. To master this objective, the student should answer 9 out of 10 of these items correctly.

1. b
2. c
3. d
4. g
5. h
6. e
7. j
8. a
9. i
10. f

II. To master this objective, the student should answer 10 out of 11 of these items correctly.

1. d
2. b
3. a
4. h
5. i
6. j
7. f
8. c
9. k
10. g
11. e

III. To master this objective, the student should answer 7 out of 8 of these items correctly.

1. c
2. b
3. c
4. b
5. b
6. b
7. a
8. b

IV. To master this objective, the student should answer 13 out of 15 of these items correctly.

1. DO
2. DO
3. DO
4. DO
5. DO
6. DON'T
7. DO
8. DO
9. DO
10. DO
11. DO
12. DON'T
13. DON'T
14. DON'T
15. DO

V. To master this objective, the student should answer all of these items correctly.

1. DON'T
2. DO
3. DON'T
4. DO

Answer Key for Written Test (continued)

VI. To master this objective, the student should answer 16 out of 18 of these items correctly.

1. d	7. b	13. b
2. b	8. d	14. b
3. d	9. b	15. d
4. c	10. b	16. b
5. b	11. d	17. c
6. b	12. d	18. d

VII. To master this objective, the student should answer 5 out of 6 of these items correctly.

1. d	4. a
2. b	5. a
3. d	6. c

VIII. To master this objective, the student should answer 9 out of 10 of these items correctly, in any order.

1. toothpicks
2. plates, baskets, or trays
3. cutting board
4. tongs
5. kitchen fork
6. spreader
7. ladles
8. French knife or serrated knife
9. scoops
10. portion scales

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